



The Scenic and Growing City of

Brentwood California

**Is Seeking An Experienced
Local Government Executive
As Its New City Manager**



THE COMMUNITY

The first people to live in what is now Brentwood were Native American Indian tribes. Residents can still visit the remains of that culture by visiting two abandoned village sites, known as Shell Mounds. European immigrants settled in the area in the 1830's and the first post office was erected in 1878. By 1890, Brentwood had become the largest shipping point for wheat and barley between New Orleans and San Francisco. Although Brentwood became an incorporated town in 1948, it continued to be an agricultural community that still is heavily influenced by agriculture. Crops being raised in the immediate area include grain, alfalfa, apricots, nectarines, peaches, plums, cherries, figs, pears, walnuts, almonds, pistachios, tomatoes, corn, melons, squash and lettuce.

Located in eastern Contra Costa County, Brentwood's population has grown by 15%-17% annually during the past few years. The City issued more than 1,400 residential building permits during FY 03-04. Its current population of 40,000 is expected to grow to 70,000 by 2020, according to the recently updated General Plan. The City's incorporated boundary currently totals 14 square miles, while the overall sphere of influence is in excess of 15,000 acres.

Brentwood is located within close proximity to the San Joaquin Delta, a vast network of waterways spanning over 1,000 miles, providing easy access to water related sports. Another prime recreation site, the Los Vaqueros Reservoir, is just nine miles from Brentwood. Brentwood also features the Marsh Creek Trail, a new addition to the East Bay Regional Park District. This trail is a paved bicycle and walking path that connects to the California DeAnza Recreational Trail System.

Brentwood is located halfway (60 miles) between San Francisco and Sacramento, 25 miles from Concord and Stockton (including the Port of Stockton), and only 30 miles from Walnut Creek and Livermore. State Highway 4 passes through Brentwood, intersecting with Interstate 5 and State Route 99. The recently constructed Vasco Road links Brentwood to the Interstate 580 corridor. A major north-south route planned for the next five years will link I-580 and I-5 with State Route 4. Three Bay Area Rapid Transit (BART) stations are 15, 20 and 30 miles from Brentwood and a Southern

Pacific Railroad mainline passes through the community. Regional airports are in Stockton and Concord, while international service is provided in nearby Oakland, San Francisco, Sacramento and San Jose.

The community's quality of life is enhanced by fine schools, as well as access to excellent health care services at nearby Antioch where a full-service hospital is located. The 125-bed John Muir Medical Center is under construction in Brentwood with portions of the medical campus still being planned. A wide variety of suburban and rural housing opportunities exist in Brentwood, priced very favorably in comparison to the rest of the Bay Area.

CITY GOVERNMENT

Brentwood is a general law city governed by the council-manager plan. The City Council consists of a directly elected two-year term Mayor and four City Council members who serve four-year overlapping terms. In addition to appointing the City Manager and the City Attorney, the Mayor and City Council appoint members of the Planning Commission, Arts Commission, Parks and Recreation Commission, and Youth Commission. City government enjoys a progressive and supportive relationship with the Brentwood Chamber of Commerce. The City has also formed a Redevelopment Agency and adopted two active project areas. The City Manager serves as Executive Director of the Agency and the Mayor and Council are its Board of Directors. The City Clerk's office has set a new standard by implementing one of the first paperless City Council agenda packets in the State.

With budgeted operating expenditures of \$50 million and a budgeted staff of 252 full-time employees and approximately 60 seasonal staff members, the City directly provides a variety of services including police, water, sewer and refuse collection. Fire protection is provided by the East Diablo Fire District. City departments include Parks and Recreation, Police, Public Works, Community/Economic Development, Finance, Engineering, and Administration. The Human Resources Division operates under the direction of the Assistant City Manager.



Major sources of revenue to finance the City's \$30.4 million general fund are: property tax (\$4.7 M), sales tax (\$2.7 M), franchise fees (\$596 K), real property transfer tax (\$500 K), investment income (\$2 M), building permits (\$3.8 M), building plan check fee (\$2.3 M), and engineering inspection (\$2.1 M).

The principal general fund appropriations for 2004-05 are: Police (\$9.1 M), Community Development (\$3.9 M), Engineering (\$2.4 M), Streets (\$2 M), Administration (\$1.5 M), and Parks & Recreation (\$1.1 M). The City budget reflects a project year-end reserve of approximately \$14.6 million for the general fund.

Construction of a new City Hall is planned for the summer of 2005, with anticipated completion in early 2007.

The City has aggressively pursued putting the proper infrastructure in place to accommodate new commercial and residential construction. Projects include:

- The first phase of the Highway 4 Bypass is complete, with the next two phases under design. Once complete, the Bypass will significantly reduce the amount of traffic running through the heart of the City.
- The entire Northwest Quadrant of the City is undergoing improvements to put in place water and sewer lines, and much needed road improvements.
- One of the largest projects in the City's history is the Wastewater Treatment Plant, which came online in July 2002. This state-of-the-art tertiary facility will serve the needs of the community for years to come.

Among the goals of Brentwood's Capital Improvement Program are:

- Complete Lone Tree Way widening from two lanes to six lanes.

- Complete Sand Creek Road from Highway 4 Bypass to Brentwood Boulevard, including two creek crossings and an at-grade railroad crossing.
- Continue the design and construction of the major infrastructure within the Northwest Quadrant, especially Empire Avenue for the North Brentwood School Site.
- Finalize the long-term water treatment options with the Contra Costa Water District.
- Formation of the CIFP 2004 and 2005 to include prepayment of Bypass fees to expedite Segments 1 and 3.
- Complete new Police Station.

ACCOMPLISHMENTS

The City is very proud of the many awards and certifications it has received in recent years. Some of these awards include:

- Award for Excellence from California Parks and Recreation Society for excellent design of the Brentwood Family Aquatics Complex – 2000.
- Award for Excellence for design of the Brentwood Skate Park – 2002.
- Bronze Level Award designating Brentwood as a Bicycle Friendly Community by the League of American Bicyclists – 2003.
- Certificate of Achievement for Excellence in Financial Reporting – Comprehensive Annual Financial Report – from Government Finance Officers Association and California Society of Municipal Finance Officers for Fiscal Years 2000/01 and 2001/02.
- Distinguished Budget Presentation Award – 2003/04-2004/05 Operating Budget.
- American Heart Association – Award for Defibrillator Program.
- Commendation from the Governor's Office for the General Plan Update as "Outstanding".
- Resolution of Commendation from Senator Torlakson for the City's leadership and commitment to preserve agricultural land.
- First Place Award for the Agricultural Enterprise Preservation Program – California State Charter and Northern California section of the American Planning Association.
- Distinguished Project of the Year Award for the Wastewater Treatment Plant – 2003.

BRENTWOOD VISION AND CULTURE

We create and institutionalize a vision and culture that furthers the goal of Brentwood representing the highest civic standard. We form the organization around the values of integrity, passion, accountability, respect and quality to create the "Brentwood Way" of doing business.

The "Brentwood Way"

- "Good enough" is *never* good enough, and we find a way to do it better.
- Striving to be the best. The best is never defined or constrained; it is never reached, and we advance the standard every day.
- Taking the best of both business and government for the benefit of the community.

CURRENT ISSUES AND PRIORITIES

In preparation for the recruitment of a new City Manager to replace incumbent John Stevenson who will soon retire, the City Council has identified the current issues and priorities that will need to be addressed by the successful candidate:

- Growth Management – As Brentwood continues experiencing rapid growth, it is important for the City to maintain its identity while maturing gracefully.
- Baby-Boomer Effect – A large percentage of the staff has long tenure with the City. With future retirements upcoming, maintaining staff stability and a team atmosphere will be essential.
- Projects – The City has a number of major projects which will require the attention of the new City Manager including: construction of a new city hall and police station; Highway 4 Bypass; new community center and library; John Muir Medical Center; Downtown Specific

Plan; Grade Separation Project; Vineyards at Marsh Creek Development; community partnerships (school district, fire district, library, Agriculture Preservation Program).

- Fiscal Responsibility – Brentwood City government has a history of providing responsive service while operating according to sound fiscal principles. It is an ongoing challenge to continue the high quality service that provides for the health and safety of the public and city staff while facing challenging financial times.
- Cable TV franchise renewal.
- Addressing affordable housing needs.
- Meeting the needs of the senior community.
- Earn regional respect for the City.

THE IDEAL CANDIDATE

The ideal candidate is a strongly committed individual who has a positive record of achievement and constructive working relationships with both internal and external stakeholders. He or she will actively solicit good ideas from all levels of the organization and will have the ability to earn respect and to foster innovative solutions to City problems through sound administrative practices and strategic planning skills. Successful candidates will have a demonstrated track record of effective staff management, community relations and experience working with a council or board of directors. Adaptability to the Brentwood culture which places a premium on trust, teamwork and empowerment of City staff is expected. Specific qualifications are as follows:

EXPERIENCE

A bachelor's degree in public administration, business administration or related field, or equivalent relevant local government experience is expected. The



ability to work and lead in a fast-paced environment is essential. Possession of a valid California driver's license will also be required.

LEADERSHIP AND MANAGEMENT STYLE

The City Council is searching for a City Manager with the following additional leadership and management characteristics:

- A strong leader and manager who is resourceful and knows how to leverage the talents of his/her staff.
- Willingness to develop a strong identification with the community, its citizenry, and its unique characteristics.
- An understanding of a wide range of community issues.
- "Out of the box" thinker with a big picture perspective.
- Ability to work with developers / understands development law.
- Fosters atmosphere of trust.
- Empowers staff to achieve their maximum potential.
- Well-read, creative, and adaptable.
- Entrepreneurial in spirit.
- Has excellent interpersonal skills and strong communication skills, both oral and written.
- Politically astute yet not political.
- Someone who is not satisfied with the status quo and who enjoys working in a fast-paced work environment.
- Possesses a solid work ethic and a high degree of personal integrity.
- Team oriented, open to suggestions and willing to share credit for accomplishments.
- A professional who practices accountability and instills pride and confidence in staff.
- A "doer" who gets things done and knows how to properly delegate.
- Energetic, intelligent, a quick study and analytical.
- Committed to continuous quality improvement and a high level of customer service.
- Solid problem solving ability.
- Calm under pressure, resilient and has a good sense of humor.
- Passion for his/her work.

COMPENSATION AND BENEFITS

The salary for the City Manager is open and negotiable based on the qualifications of the successful candidate. The City offers an excellent benefit plan that includes the PERS 2.7% @ 55 retirement (the City currently pays 100% of the PERS costs for employee and employer). In addition, the City offers generous leave allowances (including 80 hours of administrative leave and 14 paid holidays), longevity incentive, matching (i.e. up to \$110/month) deferred compensation, Spanish bi-lingual pay, a Flexible Benefits Plan and a very competitive health/dental/vision and life insurance program.

APPLICATION AND SELECTION PROCEDURE

The final filing date is Friday, October 1, 2004. To be considered for this excellent career opportunity, please submit your resume with cover letter, current salary and a list of three work-related references. Your resume should reflect both months **and** years of current and prior positions and also the size of budget and staff you have managed. Submit materials to:



Stuart Satow or David Harris

CPS Executive Search

241 Lathrop Way

Sacramento, CA 95815

Tel: 916 263-1401

Fax: 916 561-7205

Email: resumes@cps.ca.gov

Website: www.cps.ca.gov/search

City website: www.ci.Brentwood.ca.us

SELECTION PROCESS

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultants in mid October, following which the most qualified candidates, as determined by the City, will be invited to be interviewed as finalists in mid November. The City anticipates making an appointment to the position in late November, following final interviews and the completion of reference and background checks.



Brentwood California